

Wisconsin Department of Safety and Professional Services

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Madison, WI 53703
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Website: <http://dsps.wi.gov>

WISCONSIN MANUFACTURED HOME CERTIFICATE OF TITLE APPLICATION

This form should be used for obtaining a title after a sale or transfer, if the title has been lost, or if you never had a title. Do **NOT** use this form for transfers at death from estates valued \$50,000 or less; use **Form SBD-10693** instead.

To obtain a replacement of a lost title for a manufactured home, you **MUST** complete Sections A, B (as able), D & F.

Section A – Owner Information

PLEASE PRINT CLEARLY. OWNER INFORMATION WILL BE PRINTED ON THE TITLE.

Buyer /Owner legal Name-Last	First	Middle Initial	(Area Code)Phone Number	Is home placed on land owned by the homeowner? <input type="checkbox"/> Yes <input type="checkbox"/> NO
Co-Owner (if any)- Last Name <input type="checkbox"/> AND <input type="checkbox"/> OR	First	Middle Initial	(Area Code)Phone Number	Is any owner under 18? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, (Submit SBD-10773))
Mailing Address	City	State	Zip Code	

Section B – Manufactured Home Information

Manufactured Home (Serial) Identification Number: Model Year: Manufacturer/Trade Name: Body Width x Body Length [with hitch]

County Located In	Address for Location of Manufactured Home	Manufactured Home Community Name (if applicable)
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Section C – Loan Information

If no secured party check <input type="checkbox"/> None	List, all SECURED PARTY NAME(S) (lien holders):	Street Address, City, State, and Zip Code:	(Area Code) Phone Number:
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Section D - Fees & Transaction Type

- ☐ **Original** -Submit Certificate of Origin
☐ **Transfer** -Submit Certificate of Title

Title Fee \$23.00 \$ _____

Probate Transfer to Surviving Spouse Fee \$15.50 \$ _____

Lost, Stolen, or Mutilated Title Replacement Fee \$8.00 \$ _____

Loan Filing Fee (Lien): Number of New Loans in Section C : _____ x **\$4.00** \$ _____

Request immediate processing of your title application: **Fast Service Fee \$15.00** \$ _____
This fee is optional for mailed applications and required for walk-in customers.

No Fee: ☐ Salvage ☐ Flood Damage ☐ Junked (Check One)

ENTER FEE TOTAL \$ _____

Make Check or
Money Order
Payable to
DSPS

Section E –Licensed Dealer’s Statement of Sale and Warranty

THIS SECTION FOR DEALER USE ONLY

For value received, I hereby sell, assign, or trade the home described on this document to the purchaser(s) named in Section “A” and I certify that all liens shown on the Certificate of Title and all applicable sales taxes are paid.

SALESPERSON or DEALER Name	Dealer License Number	Date Dealer License Expires	(Area Code) Phone Number
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Wisconsin Dealer Signature also serves as evidence of application for title and payment of fees.

X _____
(Print Name of Salesperson or Dealer’s Authorized Agent)

X _____
(Signature of Salesperson or Dealer’s Authorized Agent) (Date)

WISCONSIN DEPARTMENT OF REVENUE SELLER’S PERMIT NUMBER: _____

Section F - CERTIFICATION

I/We certify that the information and statements on this application are true and correct. I/We understand that under Wis. Stat. 101.9204 (2), any person who knowingly makes a false statement in an application for a certificate of title is guilty of a Class H felony. I also understand that a home subject to a recorded mortgage should not be titled.

X _____ (Owner Signature shown in Section A)	X _____ (Date)	_____ (Co-Owner Signature, required if one is listed in Section A)	_____ (Date)
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Release of Information - The Wisconsin Department of Safety and Professional Services may use the personal information you provided for secondary purposes [Privacy Laws s. 15.04 (1) (m) Stats.]

WISCONSIN MANUFACTURED HOME CERTIFICATE OF TITLE APPLICATION

Instructions

Section A – Owner Information - Use this section to provide information about the owner to appear on the title.

Co-Owners- If there is a co-owner they should be designated “AND” or “OR.”

“And” means all owners must sign the new title to transfer ownership in the future

“Or” means only one owner must sign the new title to transfer ownership in the future.

To add more than one co-owner, attach a separate sheet of paper. Remember all co-owners must sign.

Mailing Address -The address that you provide in this section will be the address that will appear on the title. Also, this will be the address to which we will mail the title, unless you complete and include form SBD-10883 stating otherwise.

Section B – Manufactured Home Information

Enter all information about the manufactured home, as stated on the seller’s title or certificate of origin. If you are requesting a replacement title, please provide the information to the best of your knowledge.

Section C – Loan Information – If you do not have a loan on this home, simply check “none.”

If you borrowed money for this home, contact the lender for the correct information and complete mailing address.

Section D – Fees and Transaction Type - In this section, you indicate what you are requesting and calculate the appropriate fees. **These instructions also indicate if you will need additional forms.**

If you are buying the home new, previously owned, or requesting a title when you have never had one, the fee is **\$23.00**.

If you are buying the home new, then submit the **Certificate of Origin**, signed by the dealer.

If you are buying the home used, then submit the seller’s **Certificate of Title**, signed by the seller.

-If the seller’s title has a lien less than 20 years old, then you **must** obtain and submit a **Lien Release**.

-If the seller is a probate estate, the personal representative should sign title; please also submit **Domiciliary Letter**.

If you do not have a tile and have never had a title, complete and submit **form SBD-10688, Indemnity Form**.

If someone is signing as power of attorney for either the buyer or seller, then attach **POA documentation**.

Please Note: If you pay a **fast service fee** (\$15), this fee does not include overnight service back to you, unless you have provided a prepaid overnight envelope, along with your application.

Replacement- If you previously had a title and lost it, then you may request a replacement title. The fee is \$8.00. The issuance of a replacement title will void your prior title.

Liens - You must submit a \$4 fee for every line shown in Section C.

Salvage or Flood Damage Title - NO FEE - A Wisconsin salvage title is for a manufactured home that does not meet the definition of “junk” and is damaged by collision, flood damage or other occurrence to the extent that the estimated or actual cost, whichever is greater or repairing the manufactured home exceeds 70% of its fair market value. “Junked” means dismantled for parts or scrapped. It is also for a manufactured home, which was last titled in another state as a salvage home. Write “Junked” or “Salvaged” on title and mail to our office.

Section E. Licensed Dealer’s Statement of Sale and Warranty – This section is ONLY for licensed dealers.

If the sale is a “Courtesy Delivery” or a “Consigned Manufactured Home”, write this in the Dealer Number space.

Sales Tax - The Dealer signature also serves as evidence that the appropriate sales taxes have been collected and forwarded to the Department of Revenue. *Note: The amount subject to sales tax for new homes is 65% of the full purchase price of home described in Section B. No sales tax is owed for used homes.*

Wisconsin Dept. of Revenue Seller’s Permit Number: Dealers that sell new homes are required to have a seller’s permit number issued through the Dept. of Revenue. Dealers that sell only used homes need not have the permit number. Enter “sell only used homes” in this line. **Out of state dealers** must contact the Manufactured Home Unit at 608-266-2112 (option 3) for additional instructions.

Section F. Owners’ Signatures – All owners and co-owners shown in Section A (or on attachments) must sign.

Application Submission Instructions: Make a copy of all documents for your records

Include: ☐ Payment ☐ Title or Certificate of Origin *If Needed:* ☐ Lien Release ☐ Other Documents

Mail to:

State of Wisconsin
DSPS - Manufactured Homes Unit
P.O. Box 8935
Madison, WI 53708-8935

For Overnight Delivery of Application or Walk In Service: Fast Service Fees Apply. (Refer to Section D)

State of Wisconsin
DSPS - Manufactured Homes Unit
1400 East Washington Ave
Madison, WI 53703

If you have any questions, contact the Manufactured Home Unit, 608-266-2112 (option 3) Email: DspsSbManfHomes@wi.gov